

**VENTURA COUNTY COMMUNITY
COLLEGE DISTRICT**

**REQUISITION
R 0227395**

- CHECK REQUEST
- DATE CHECK NEEDED _____
- PO REQUEST

DELIVERY INSTRUCTIONS:
 MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT. _____

Vendor Code: Petty Cash
Britney Spears (ID #901234567)
Mickey Mouse Club Treasurer
7075 Campus Road, Moorpark
805-553-4976

Requisition Date: January 6, 2025
Order Delivery Date: N/A - petty cash
Requested By: Walt Disney, Club Advisor
Phone ext.: 4976 Bldg./Room #: CC 153

DOCUMENT TEXT

Petty cash issued to Mickey Mouse Club Treasurer Britney Spears for snacks and supplies for club meeting on January 20, 2025.

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL
Petty cash				\$100

BANNER INVOICE # _____ INITIALS _____ REQUISITION ENTERED ON _____ INITIALS _____ COMMENTS _____

Walt Disney (Club advisor signs here to authorize request) 1/6/25 Dean signature not needed for petty cash requests
REQUISITIONER DATE DIVISION / DEPT. MGR. DATE

Britney Spears (Student listed on trust form signs) 1-6-25 Kristen Robinson (Student Activities Specialist verifies funds) 1/7/25
AUTHORIZED SIGNATURE DATE AUTHORIZED SIGNATURE DATE

FUND (3 OR 4)	ORG (5)	ACCT (4)	PROG (6)	OR	INDEX	% OR AMT.
8 1 1	1 3 X X X	4 8 0 0	6 9 6 0 0 0			100%

The last 3 digits of the ORG number will be different for each club. Contact ASMCBoard@vcccd.edu if you don't know your ORG number.